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Senate Meeting May 4, 1948

Academic Senate
Illinois State University

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Dr. Larsen

SENATE MEETING MINUTES
May 4, 1948

The meeting was called to order by President Fairchild with all members present except Mr. Hoover, who was out of town attending a meeting.

President Fairchild made the following requests and announcements:

- 1. There seem to be a growing number of meetings and conferences taking faculty members from their classes. Attendance at such meetings is desirable unless it involves the same persons too many times, taking them from their classes too often. The same situation pertains to taking students on visiting trips, which is also desirable unless it is overdone. Heads of departments were urged to study this situation for the past year in planning for the next year. The head of one department reported that in some instances members of the department were absent without the head being notified or consulted. The President said that staff members, whether it be in departments, the University High School, or other areas, should consult heads of departments or others in charge concerning absences from regular duties, including the arrangement of their work while they are to be away. This is in addition to the regular request for absence cleared through the office of the President.
- 2. The general catalog is now available and may be secured at the post office window or at the Registrar's office.
- 3. Mr. Hill of the Illinois Board for Vocational Education has stated in writing to one of our students that Illinois State Normal University is not approved for vocational agriculture. He has been written by the President concerning the matter, and a copy of the President's letter to Mr. Hill is on file with the minutes in the secretary's office. Attached with these minutes for the members of the Senate are mimeographed copies of page 14 of the Illinois State Plan for Vocational Education, indicating that Illinois State Normal University is definitely included in the plan and approved by the Illinois State Board for Vocational Education. The President talked with Mr. Nickell and Mr. Thompson at the Board meeting in Carbondale, and Mr. Nickell asked the President to send him detailed information concerning the situation and said he would take care of it. Mr. Thompson also offered his help if it is needed.
- ✓ 4. At the meeting of the Teachers College Board held at Carbondale on Monday, May 3, the first self-liquidating project for any of the teachers colleges was approved. This includes the purchase of a tearoom at Northern State Teachers College at DeKalb, which will be converted into a student dining room and union building on a small scale. There will also be an addition to the cafeteria. The total cost of this combined project will be \$62,000.00. The other teachers colleges have not presented definite projects but it was indicated that by summer there will be an investigation as to other projects including dormitories and a student union on our campus. In the course of the discussion, members of the Teachers College Board proposed that buildings of a temporary nature be considered since in many cases the cost of permanent buildings would be greater than could be financed through a self-liquidating program at this period of high prices. This entire program will be discussed further at the next meeting of the Board, which is to be held in DeKalb on July 12.
5. Action was taken at the meeting of the Teachers College Board that after July 1, 1948, no tuition can be charged of students coming from non-high school districts to campus high schools.
- 6. It was announced at the Board meeting that there must be thorough examinations of all personnel before they are employed by any of the teachers colleges. In this

connection, Dr. Fitzgerald announced that an x-ray mobile unit will be on the campus on Thursday and Friday of this week and on Monday and Tuesday of next week. All freshmen must have x-rays; and all other students, faculty members, and other staff members are urged to take advantage of this opportunity. The service is also open to faculty wives and townspeople. Employees of the Normal Sanitary Dairy and a number of those working in local restaurants will take advantage of the service. The x-ray will take very little time, but appointments must be made in advance.

>7. It was announced at the Board meeting that all of the teachers colleges are having financial difficulties. In the situation here, we are particularly short in that portion of the income fund used for personal services and in the commodities fund. It will be necessary for the President to talk with some heads of departments to consider the situation. Some positions probably cannot be filled.

>8. Notices of re-employment will be out very soon indicating alterations in salaries and, in a few cases, changes in rank.

>9. At the Board meeting statutory holidays were discussed. It was reported that the Attorney General has ruled that each teachers college may determine what holidays are to be recognized, since these schools are not considered part of the public school system in this connection. It was suggested, however, that if school is held on holidays, some recognition be given by an assembly program or in some other way.

10. Graduate work for the Department of Music Education was approved by the Teachers College Board. The Board also approved the additional course, Education 306, asked for by the Department of Education. It was announced, however, that after this date the Board will not consider more requests as to courses or departments unless askings are presented to the graduate committee at least sixty days before the Board meeting.

>11. In connection with duplicating service, it was suggested that more advance notice be given so that better service can be rendered. Heads of departments were asked to mention this to faculty members. In some cases it has been found that faculty members are not as courteous as they should be in their contacts with those in the duplicating office.

>12. Some time ago faculty members were asked to give suggestions to the President's office, which may affect the budget for the next biennium for the improvement of the school as a whole. Only two suggestions have been received, but it is not too late for others to be made.

13. At this time of year when more groups will be planning to be off campus, it should be remembered that travel in private cars is dangerous. A serious accident in a private car was experienced by Illinois Wesleyan in a recent baseball trip. While accidents are possible in the use of common carriers, the danger is much less and the legal responsibility covered in better manner.

>14. The President recently received a letter from Mr. Richardson, an attorney in Milwaukee, whose wife is a direct descendant of Jesse Fell and who, through the Alice and Fannie Fell bequest, has provided for the upkeep and beautification of Fell Memorial Gate. Mr. Richardson indicated that recently when they visited the campus, he was "shocked and disappointed" to find that the urns on either side of the drive seemed to be used as "garbage cans." The President admitted that the campus was in very poor shape for visitors, and, aside from what we could get the grounds force to do, he urged that department heads ask their staff members to do everything possible to improve the general appearance of the campus.

President Fairchild asked heads of departments to discuss these matters frankly with the members of their staffs. He believes that much more can be done in these small groups than is possible in faculty meetings in general. He hopes that staff members will feel free to discuss these matters and make suggestions to the administration.

> The President reported that at the regular faculty meeting to be held on Tuesday, May 11, thirty minutes will be given to a resolution to be presented by the faculty Committee on Professional Affairs concerning the Central Division of the Illinois Education Association. He believes that faculty members should know this matter will be discussed.

Mr. Carrington reported with reference to student teaching for next year that most of the student teaching will be done in the usual way, but that it is hoped from eight to fifteen students will be available for block-of-time on-campus student teaching and that approximately the same number will be available for block-of-time off-campus student teaching. It is being planned to have students teach all day on or off campus for nine weeks and to take three courses on campus the other nine weeks. Mr. Carrington asked heads of departments to help find people who are available for this work. He indicated that the housing situation will be a problem and that it will not be possible, at least this first year, to pay off-campus critics. Mr. Carrington called attention to a bulletin on "Recommended Standards Governing Professional Laboratory Experiences and Student Teaching," which is available to faculty members. In this connection, Dean De Young announced that the three courses to be taken during the nine weeks when students will not be teaching will be School and Community Relations, Introduction to Philosophy of Education, and Audio-Visual Education. The Dean also announced that (1) the block-of-time plan may be used for a few students in the elementary curriculum, (2) in some sections of freshman English students will spend five days a week for three semester hours of credit, and (3) there will be a nine-hour day beginning at 8:00 a. m. starting with the fall semester. Heads of departments were reminded that employed students should receive permits from the Dean of Men or Women before having programs approved.

> The President reminded heads of departments that Mr. Orr will need teachers in the extension program and urged that they cooperate as much as possible.

The meeting adjourned.

Elsie Brenneman, Secretary